

# Media Canada Technologies

270 Esna Park, Unit 2, Markham, Ontario, L3R 1H3  
 Tel: 905-415-8862 Fax: 905-415-8865  
 Website: [www.canadamedia.ca](http://www.canadamedia.ca) E-mail: sales@canadamedia.ca

## RMA REQUEST FORM

Please Fax **FULL completed** Request Forms to 905-415-8865

Please note: We may deny any incomplete form

RMA No.		Date Of Issue	
Company Name		Contact Person	
Telephone No.		Fax No.	
Receive Date		Received by	

Qty	Item Name	Serial No.	Invoice No.	Invoice Date	Reasons For Return

**Original Pack: No Drive/ No Manual/ No Accessories / No Cable/ Other:**

**Action Requested**                      - Repair                      - Replace                      - Credit

Pick Up By: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* There MUST be a detailed description of the defect on the RMA form \*\***

An RMA number will be faxed or e-mailed back once the completed Request Form has been received and the information verified. Merchandise for return or repair will not be accepted without our RMA number clearly stated on package label. Any package sent without an RMA number will be returned to you unrepared. Return in original boxes or use proper packaging with anti-static bags for electrically sensitive parts. We reserve the right to reject merchandise, which is received in poor condition or damaged due to improper packaging. \*\* remove and retain all add on items (ie. cables, software, manuals, etc). We are not responsible for these items and cannot return them as we only return the items specified on the RMA.